

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of July 20, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Bob Yeatman, Phil Brenner, Joe Scheese and John Schaible. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Michele Braas, Rettew, Joel Brown, Joe Chamberlain, Marcella Peyre-Ferry, Daily Local News, Richard Rodriguez.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the Agenda. (J. Scheese, J. Schaible)

Motion made, seconded and passed to approve the minutes of the June 15, 2011 meeting as written. (J. Scheese, J. Schaible) P. Brenner abstained

Motion made, seconded and passed to approve the minutes of the July 14, 2011 Special Board Meeting. (J. Scheese, J. Schaible) R. Cantarera abstained

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,282.63 and the monthly bills in the amount of \$74,867.80. (R. Cantarera, J. Schaible)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #225 in the amount of \$80,000.00 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #226 in the amount of \$30,000 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #227 in the amount of \$19,300 to transfer to the BRI Account. (R. Cantarera, P. Brenner)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #235 to Samuel L. Ross in the amount of \$6,190.43

for August Rent. (R. Cantarera, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #236 to Barbara H. Ross in the amount of \$13,070.41 for June Rent. (R. Cantarera, J. Schaible)

Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84

Motion made, seconded and passed to approve the Treasurer's Report.

Escrow Accounts

Motion made, seconded and passed to approve payment to Rettew for \$780.37 (check #111A) for Invoice 89977 for work related to Ware Presbyterian Village. (R. Cantarera, J. Schaible)

Total Escrow Checks: \$780.37

Public Comment Period: None.

A. Action Items:

- 1) Tower One Partners - Communication Tower Development Agency. Ed Lennex and K. Gray held a discussion regarding the information documents sent to each member. They will report on the progress at the next Board Meeting.

B. Appearances: None.

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE & BOND COMMITTEE REPORT: None. Has not met.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: Nothing to report.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
Consent Order: Nothing to report at this time.
Osborne Lagoon: The Osborne Lagoon Bid Specifications received from the review conducted by John Williams at USDA-RUS have been responded to by Rettew. Unfortunately, Mr. Williams is on vacation until July 25 and that is the earliest we can hope for an approval to move ahead with the bidding of the Lagoon Project. The following tentative schedule would still be appropriate

once that approval is received:

- A) prepare advertisement for and publish Bid - 1 week
- B) 30 day bidding period
- C) 1 week to review bids for accuracy and completeness
- D) Schedule Special Board Meeting for tentative Board Approval subject to USDA-RUS review and approval
- E) submit to USDA-RUS review and approval - 2 weeks
- F) final award of contract

Act 537 Plan: On July 15, 2011, the revised July 2011 Act 537 Plan was delivered to OADEP. This was the agreed upon date for the Authority and its member municipalities had agreed to with PADEP. PADEP now has until September 15, 2011 to respond to the submittal.

Future Disposal Fields: Nothing to report at this time.

Pretreatment Regulations: Nothing to report at this time.

Lincoln/Brick Street Spray Field Analysis: Nothing to report at this time.

New Treatment Plant: There will be a design meeting held on July 24, 2011 at Rettew for the WWTP design and the Ross Spray Field Design. Ed plans to attend along with the three operators from the plant. Any Board Member who would like to attend is more than welcome to join those going. The meeting begins at 9:00 a.m. at Rettew.

Funding Assistance: At this point and time, the staff and Kathy Gray are waiting for the final Ordinance to be approved by our member municipalities authorizing their respective representatives to sign the Municipal Agreement for the USDA RUS loan. Once that final ordinance is received, the Authority and Fulton Bank can go to closing on the interim financing loan. It is anticipated that closing will occur in early August.

Sewer Line Extension Requests: Ed has passed along to Ron Ragan the Alternative routing along with the changes the Board had approved in their June 2011 meeting. Mr. Ragan and Ed met to discuss this alternative and he is going to make the appropriate adjustments and set up a group meeting to discuss.

2. **Developer Activity** – Nothing to report at this time.

3. **Operations Report:**

Effluent Wet Well Valve Replacement Project: Nothing to report at this time.

DEP Comprehensive Groundwater Monitoring: Carroll Engineering is finalizing the report and it should be ready before the end of the month. When done, Ed will provide a copy to the Operations Committee for their review.

Spray Field Re-Permitting: Rettew has filed the required documents with DEP for the Re-Permitting.

Influent/Effluent Sampling: Nothing to report.

Cell Towers: Ed has contacted the people regarding the cell towers and has scheduled a meeting for next week.

Operations Management Report: The average daily influent were 497,288 with a maximum day of 570,485 for a total of 15,415,933.

The average daily effluent was 682,310 with a maximum day of 974,000 for a total of 19,787,000.

Lagoon Levels: #1 - 18.9" #2 - 11.7" #3 - 13.8"

Pump Station Hours of Operation were:

6th Street = 330.8 Grant Street = 148.5 8th Street = 330.8
Q1 = 4.0 Locust Street = 3.7 Locksley Glen = 96.8
Wiltshire = 375.3

OASA Operations Report:

6/2/11 - serviced the Goodwin 6" Rental Pump.

6/8/11 - had to put new seals in our 4" Trash Pump.

6/9/11 - had Motor Technologies repair an aerator motor from Lagoon 1.

6/10/11 - repaired a broken splice in a electric cable going to one of the aerators.

6/13/11 - read the meters at Tasty Bake and Specialty Packaging to determine their usage.

6/15/11 - collected hay and soil samples from Zones 1 & 1A and Pivot #6.

6/16/11 - painted over graffiti on the walls and door at the office.

6/20/11 - replaced a broken wheel on the mowing tractor deck.

6/30/11 - first cutting of hay is done, we will send samples to the Lab.

We received 198 loads of septage for this month for total gallons of 568,500 for an average of 18,950 gallons per day. Currently have 25 storage days remaining.

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Spray Field Re-Permitting - Rettew has filed the required documents with DEP for the Re-Permitting.

Influent/Effluent Sampling: Nothing to report at this time.

Cell Towers: Included in the Board Packet is updated information for the Board's

discussion and consideration at the July meeting.

4. **Administration Report**
Customer Correspondence
Personnel Issues
Consulting Engineer: Engineer's Report is in the Board Packet.
Rules & Regulations: Nothing to report.
Executive Director's Activities: None.
Collection of Past Due Sewer Charges
5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for June was \$22,740.00 representing 198 loads accepted for a total of 568,500 gallons.

Motion made, seconded and passed to approve the Executive Director's Report. (R. Yeatman, J. Scheese)

RESOLUTIONS:

None.

LEGAL ITEMS: Discussed earlier in the meeting.

CORRESPONDENCE: Discussion held regarding an e-mail received from Mr. Ross, wanting to review the draft of the 537 Plan. It was decided that Ed will update the existing copies at the Municipalities and contact Mr. Ross that he can review it at his local municipality.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – None.

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, R. Yeatman)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary

